

# Fiscal Year 2012 Project Proposal Form

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**You must limit submission to space provided on this form.**

*The only allowed attachments are: curriculum vitae (2 page max) and budget proposal (1 page max)*

**Project Title:**

**Project PI(s) (who is doing the work; contact information):** A brief curriculum vitae (two page maximum) for each Principal Investigator is required and should be a separate attachment to this form..

**Partners (name, affiliation, location, any in-kind or financial matching contribution):**

**Project Summary (3 sentence target):**

## **Project Background / Objectives:**

Questions which must be addressed in the proposal are

- 1) Why is this work important to the LCC?
- 2) How are you going to accomplish what you propose to do?
- 3) How do you propose to deliver your products to the LCC?
- 4) Which partners are invested in this effort? Additionally, what decisions do they have to make and how does this project support those decision?

**Methods:** What work activities or tasks will be done? Include specific procedures, methodologies, or protocols. Will there be any cooperators and what will their role be (identify any financial or in-kind support provided)?

**Deliverables:** List the final product(s), including the final report, which will result from this project and delivery date(s).

**Schedule:** Provide a time line with dates and tasks. Include key project work items and dates for events such as start-up, interim milestones, presentations, deliverables, submittal of final report, and project completion. Identify if project is multiple-year and projected out year schedule.

**Budget (*please include in a separate file from the body of the proposal – 1 page maximum*):** Provide a detailed breakdown of costs (Salaries, contracts, travel, publication costs, equipment, services, etc). Describe in-kind or matching funds for the project if applicable. Describe out-year budget if multi-year project.

**How to submit a proposal:** Project sponsors must address the topics above. The application may not be longer than 3 pages (reviewers will not read additional material that is provided). Each proposal must be accompanied by curriculum vitae for each Principal Investigator (no more than 2 pages) and a budget sheet for the project (no more than 1 page). Deadline for the proposal submittal is: COB December 11, 2011. Proposals should be submitted to [Richard\\_d\\_Nelson@fws.gov](mailto:Richard_d_Nelson@fws.gov) or [Michael\\_Olson@fws.gov](mailto:Michael_Olson@fws.gov).